Semester Calendar

Semester At-a-Glance

Follow these steps to plan and anticipate your work flow for the semester.

1 **Locate all syllabi and course outlines**
Look through syllabi and outlines from all classes.

2 **Record due dates**
Exams, quizzes, projects, presentations, reading, labs, homework, papers, etc.

3 **Note important semester dates**
Breaks, finals week, last day to add/drop classes, last day to withdraw, etc.

4 **Record the extras**
Academic advisor meetings, group or club meetings, campus events, etc.

5 **Bonus: Color Code**
Classes, assignments, and meetings. Pair the color on the calendar with the weekly schedule, to-do list, and folders/notebooks for each class.

Questions for Reflection

Look at your workflow
Are there any patterns or sequences to your workload?

Find challenges and plan ahead
Are there weeks that have an overload of major assignments or tests?
Are there assignments that require a lot of planning, time, and attention?

Adjust your schedule to accommodate workflow
Are there adjustments you should make to your weekly schedule to work through your semester calendar?